



CITY OF CAMPBELL
Community Development Department

**COMMERCIAL REMODEL
BUILDING APPLICATION GUIDE**

(Download at <https://bit.ly/commremodelappguide>)

This Building Application Guide (“Guide”) is intended to facilitate the submittal of a building permit application to the City of Campbell Building Inspection Division. Please note that there are specific Guides for different types of permitted work (e.g., construction of an office building, commercial tenant improvements, demolitions). If you are unsure of which Guide to refer, please visit the Building Application Guide webpage at <https://bit.ly/buildingappguides>. If you need additional assistance, please contact the Building Inspection Division at (408) 866-2130 or building@campbellca.gov, or visit us at City Hall.

TYPICAL JOB TYPES

This Guide is to be used for commercial remodel projects such as the following:

- **Commercial Tenant Improvements (TI)**
- **“Market-Ready” Tenant Improvements (shell – no occupancy)**
- **Change of Occupancy (no construction)**
- **Exterior Storefront Remodels/Change-outs**

Note (1): For expansion of a commercial building, please refer to the New Commercial Construction Building Application Guide (see <https://bit.ly/newcommappguide>).

Note (2): For interior and exterior improvements to multi-family residential dwellings (townhomes, condos, apartments), please refer to the Single-Family Residential Remodel Building Application Guide (see <https://bit.ly/newresappguide>).

DIGITAL SUBMISSION REQUIRED

The City of Campbell utilizes an online permit system called MyGovernmentOnline (“MGO”). **All applications for a building permit must be electronically submitted through the MGO system**, accessible at <https://bit.ly/buildingmgo>. Before you submit an application for the first time, you must create a user account. For more information, please visit the City’s Application Center at <http://bit.ly/campbellappcenter>. MGO also offers a customer service support line at (866) 957-3764 if you need assistance in creating a user account and/or navigating the system. Questions related to the application submittal requirements specified by this Guide should be directed to the Building Inspection Division at (408) 866-2130 or building@campbellca.gov. If you require accommodation, there is a public kiosk in the Community Development Department that you may use to submit an application through the MGO system and/or create a user account. However, as noted further in the Guide, all application materials must be provided electronically; if you wish to use the public kiosk you must bring your application materials on a USB flash drive. For security reasons, application materials may not be downloaded or emailed to the kiosk computer.

LAND USE PERMIT APPROVAL

Establishment of certain businesses, such as bars, medical offices, fitness studios, and auto-repair shops, as well as exterior building and site layout alterations may require prior approval of a land use permit (e.g., Conditional Use Permit). Please visit the Planning Application Checklists webpage at <http://bit.ly/appchecklists> or contact the Planning Division at (408) 866-2140 or planning@campbellca.gov for more information. You will generally be unable to apply for a building permit until you have secured Planning Division approval. However, the Building Official may allow submittal of a building permit application prior to a land use permit being approved on an “at-risk” basis in certain circumstances.

LAND USE PERMIT APPROVAL *Continued*

Please note that Conditions of Approval imposed by a land use permit may require revisions to construction plans resulting in additional review time and cost if a building permit application is submitted “at-risk”. Additionally, when submitting an application for a building permit, it is imperative that the construction plans substantially comply with the project plans approved by a land use permit. Significant deviations to design, site layout, or interior configuration may only be approved by the decision-making body (e.g., Planning Commission or City Council), which will require submittal of a new land use permit application. If you are unsure whether a revision may be considered significant, please contact the Planning Division prior to submitting a building permit application.

DISABLED ACCESSIBILITY

Commercial tenant improvements require compliance with the disabled accessibility requirements of Title 24 of the California Building Code. The requirements apply only to the specific area subject to a remodel permit, including:

- Accessible parking spaces that are close to accessible building entrances;
- Posting of signs at inaccessible entrances that re-direct the disabled to the accessible entrance;
- A path-of-travel to the remodeled area; and
- Accessible restrooms, public telephones, and drinking fountains.

However, if the project valuation is less than \$170,466.00 you may request an exception based on an unreasonable hardship. To apply for a hardship waiver, please include a completed [request form](#) with your application (see <https://bit.ly/hardshiprequest>). If the Building Official grants the hardship waiver request, you are still required to allocate 20% the total construction cost on making accessible elements comply in the following order of priority:

- An accessible entrance;
- An accessible route to the altered area;
- At least one accessible toilet for each sex;
- Accessible drinking fountains; and
- Additional features such as parking, storage, and alarms.

These accessibility improvements must be depicted on the tenant improvement plans. The City recommends that your plans be reviewed by a Certified Access Specialist (CASp) prior to submitting a permit application. A CASp is a certified professional with knowledge of state and federal construction-related accessibility standards, who will know which standards apply to your property. A licensed architect or engineer may understand how to design or build accessible features, but only a CASp can provide services that assure you of “qualified defendant” status in a construction-related accessibility lawsuit. This qualified defendant status is only provided if a CASp inspects your existing facility and provides a report, and you agree to abide to a schedule of improvements toward compliance before a claim is filed against you. For further information, please visit the [Division of the State Architect](#).

OVER THE COUNTER REVIEW

Permits for commercial tenant improvements for spaces no greater than 5,000 square-feet may be issued over-the-counter, limited to existing ‘B’ (Business), ‘S’ (Warehouse), and ‘M’ (Mercantile) occupancies, with no change to use or structural alterations, and excluding food/drinking establishments. The Building Inspection Division provides over-the-counter service every Tuesday and Thursday from 1:00 PM to 2:30 PM on a first-come, first-served basis. To obtain a permit, the architect/engineer and a licensed contractor must be present. Please note, however, that should an outside agency approval (e.g., Health, Sanitation District, Air Quality District) be required, a permit may not be issued.

WASTE MANAGEMENT PLAN

The California Green Building Standards Code (CALGreen) requires that 65% of all non-hazardous construction and demolition waste be diverted from landfills through reuse (salvage) and/or recycling, through preparation of a Waste Management Plan (WMP). This requirement applies to all non-residential projects as well residential projects that include additions, alterations, or demolitions. The City has contracted with the [Green Halo Systems](#) to review and monitor compliance of project WMPs. Participation is mandatory as the City will no longer be accepting WMPs outside of the Green Halo system. Please review the [City’s Green Halo Waste Management Plan Handout](#) (see <https://bit.ly/campbellwmp>) for further information.

REQUIRED APPLICATION MATERIALS CHECKLIST

Unless specifically excluded by a staff member in writing, the following Application Materials, as specified in the checklist on the following page, are required for a building permit application to be accepted. A designation of 'Y' (Yes) or 'N' (No) in each row states whether the specific Application Material is required or not for the particular project type (i.e., "Tenant Improvement," "Market-Ready (Shell)," "Change of Occupancy," and "Exterior Remodel").

Upon submittal to the MGO system, a staff member will review your uploaded materials for general adequacy with the specifications stated in the table, below, as well as with the additional requirements provided in the following sections. If the required Application Materials are missing, clearly inadequate, mislabeled, or in an incorrect format, the application will not be accepted. You will be notified through the MGO system if your application has been accepted or rejected.

#	REQUIRED APPLICATION MATERIALS CHECKLIST	TENANT IMPROVEMENT	MARKET-READY (SHELL)	CHANGE OF OCCUPANCY	EXTERIOR REMODEL
Construction Plan Sheets <i>(provide as a single document)</i>					
1.	<p>Coversheet</p> <ul style="list-style-type: none"> ■ Project site address, APN, zoning district, project title, scope of work, sheet index, legend, and vicinity map; ■ Documentation of occupancy groups classification (e.g., R2 and B); type of construction (e.g., Type VB); and applicable codes (e.g., 2019 CBC, CRC, CEC, CMC, CPC & Calif. Building Energy Efficiency Standards); ■ Documentation of applicable California accessibility requirements; ■ Documentation of Seismic Zone (D2); Wind Design Speed (100 exposure B); Soil Bearing Capacity (1500psf min.); Average Winter Design Temp. (40-59F); Average Summer Design Temp. (53-86F); Termite Level (Heavy); Floor Load (40/10); Bedroom Floor Load (30/10); and Roof Load (20/10); ■ Project data table including net lot size, gross lot size, floor area ratio (FAR), building lot coverage, landscaping coverage, paving coverage, impervious/pervious coverage, existing/proposed building square-footage (for each floor and in total), building heights, building setbacks (all sides and all floors), and number of parking stalls; ■ Identification of service providers: San Jose Water Company, Pacific Gas and Electric (PG&E), West Valley Sanitation District, and West Valley Collection and Recycling; ■ Indicate that "The project shall comply with the submitted Waste Management Plan". See https://bit.ly/campbellwmp for more information; ■ Reserved area for City date and approval stamps (two 2" x 3" boxes); ■ Indicate that "No product may be used that exceeds California's maximum limits on Volatile Organic Compounds (VOC)"; ■ Requested deferred submittals (if applicable); ■ Indicate that "Construction Hours are limited to 8 AM to 5 PM Monday through Friday and 9 AM to 4 PM Saturday. No construction on Sundays and holidays"; Documentation of applicable fire prevention and suppression features (i.e., fire sprinklers, fire alarms, etc.) as specified by the Santa Clara County Fire District Standards and Templates. 	Y	Y	Y	Y

#	REQUIRED APPLICATION MATERIALS CHECKLIST	TENANT IMPROVEMENT	MARKET-READY (SHELL)	CHANGE OF OCCUPANCY	EXTERIOR REMODEL
2.	Blueprint for a Clean Bay standard template sheet providing best management practices for the construction industry. A PDF of this sheet may be downloaded at https://bit.ly/cleanbaynotes .	Y	Y	Y	Y
3.	Conditions of Approval printed in full as an entire plan-sheet. Note (1): Only required if your project was subject to a land use permit.	Y ¹	N	N	Y ¹
4.	<p>Site Plan</p> <ul style="list-style-type: none"> ■ Property lines, property line dimensions, and distance from centerline of adjacent street(s) to property line(s); ■ Existing public improvements (curb, gutter, sidewalks, ramps, street trees, public fire hydrants, bus stops, etc.) dimensioned from street center-line; ■ Driveways, walkways, decks, and other hard surfaces, indicating all materials (asphalt, concrete, gravel, pavers, etc.); ■ Location, height and materials of all walls and fences, including retaining walls; ■ Accessible ("ADA") path-of-travel to building(s) from the public sidewalk and from accessible parking stalls; ■ Existing primary buildings, accessory structures, trellises, etc. showing dimensions of each building/structure, setbacks from property lines, and distances between buildings/structures; ■ Proposed and existing trash (refuse/recycling) enclosure(s); <p>Note: Please review the City's Trash Enclosure Requirements Handout (see https://bit.ly/trashenclosuresreq) for an explanation of when a new trash enclosure is required and/or when an existing trash enclosure must be upgraded to meet current standards, as well as for specific design, placement, and technical requirements.</p> <ul style="list-style-type: none"> ■ Outline or other identification of the subject tenant space that clearly shows its location on the property; ■ Location of air conditioner (AC) unit(s) and other mechanical equipment; ■ Existing/proposed landscaping areas, including shrubs, ground cover, and trees including size (DBH) and drip-line. <p>Note: For applications located within a major shopping center (e.g., Campbell Plaza, Hamilton Plaza, San Tomas Plaza, Kirkwood Plaza, or The Pruneyard), the detail required for a 'Site Plan' may be limited to 200-feet around the subject tenant space. However, in this circumstance, a 'Schematic Site Plan' of the entire shopping center must still be provided (see Item No. 5, below).</p>	Y	Y	Y	Y
5.	<p>Schematic Site Plan</p> <ul style="list-style-type: none"> ■ Property lines, and property line dimensions; ■ Public street(s), public sidewalk, parking stalls, driveways, and walkways; ■ Existing buildings, and trash/recycling receptacle storage area; ■ Outline or other identification of the tenant space subject to the building permit application that clearly shows its location on the property. <p>Note (1): Only required if the 'Site Plan' (see Item No. 4, above) is limited to the area immediately around the subject tenant space.</p>	N ¹	N ¹	N ¹	N ¹

#	REQUIRED APPLICATION MATERIALS CHECKLIST	TENANT IMPROVEMENT	MARKET-READY (SHELL)	CHANGE OF OCCUPANCY	EXTERIOR REMODEL
6.	<p>Accessibility Plan illustrating accessible paths-of-travel from the subject tenant space and extending to the public right-of-way, accessible parking stalls, accessible loading areas, and trash enclosure.</p> <p>Note (1): It is encouraged that the accessibility plan be reviewed by a Certified Access Specialist (CASp) prior to submittal.</p> <p>Note (2): Listed health providers, including mental health providers, may not be located on a second floor without an elevator.</p>	Y ^{1,2}	N	N	Y ¹
7.	<p>Accessibility Detail Drawings providing “typical” designs for all proposed disabled accessible features, including parking stalls, ramps, walkways, handrails, and curb-ramps.</p>	Y	N	N	Y
8.	<p>Existing/Demolition Floor Plan providing the information required for the ‘Floor Plan,’ as noted below, depicting existing walls, windows, doors, and other features to be removed.</p>	Y	Y	N	N
9.	<p>Floor Plans</p> <ul style="list-style-type: none"> ■ Existing floor of the subject tenant space, including depiction of new and existing walls with a legend; ■ Labeled use of each room (kitchen, office, warehouse, etc.); ■ Dimensions of all exterior walls, doors, windows and rooms; ■ Windows and doors properly located with schedules; ■ Label all fire walls and other fire resistive elements; ■ All functional components of the building, including kitchen appliances, fixtures (sinks, bath tubs, toilets, etc.); ■ All disabled access components; ■ Seating layout (depictions of chairs, benches, bleachers, tables, etc.) for restaurants and assembly spaces. 	Y	Y	Y	N
10.	<p>Life Safety Plan/Exit Plan</p> <ul style="list-style-type: none"> ■ Document access to exits and exit discharge; ■ Document all applicable exiting requirements; ■ Path-of-travel out of all rooms to nearest exit and minimum separation distance between exits as well as any fire separation walls or corridors or stairwells; ■ Occupancy load calculations for all rooms; ■ Allowable area analysis; ■ Egress width requirements and calculations; ■ Emergency lighting and exit signage and type door locks and alarm systems. 	Y	N	Y	N
11.	<p>Finish Plan providing a noted floor plan identifying all floor and wall finishes (colors and materials), including manufacture and product name information, and installation details. Include the flame spread index for all wall coverings.</p>	Y	N	N	N
12.	<p>Interior Elevations providing unobscured grayscale hardline architectural depictions of all rooms with accessibility requirements (kitchen, break rooms, restrooms, dining room, etc.), noting finishes and dimensions (e.g., height and width of counters, sinks, cash wrap, isle and corridor width, etc.).</p>	Y	N	N	N
13.	<p>Reflected Ceiling Plan showing all skylights, ceiling surface changes, slopes, location of light fixtures, HVAC ventilation registers, emergency lighting, etc.</p>	Y	N	N	N

#	REQUIRED APPLICATION MATERIALS CHECKLIST	TENANT IMPROVEMENT	MARKET-READY (SHELL)	CHANGE OF OCCUPANCY	EXTERIOR REMODEL
14.	Fixture and Equipment Plan showing and specifying location, size and type of all equipment, appliances and fixtures used for commercial food processing, storage or preparation, as well as HVAC, water heating, etc.	Y	N	N	N
15.	<p>Exterior Elevations</p> <ul style="list-style-type: none"> ■ Unobscured grayscale hardline architectural depictions of portions of the building affected by the tenant improvement or exterior storefront remodel/changeout; ■ Maximum structure height and finish floor height of each floor (as measured from finish grade); ■ All exterior materials and associated colors, including roofing (including required photovoltaic panels), roof eaves, wall cladding, doors, windows, trim, sills, and railings, with specific manufacture and product number notations consistent with the color/material sheet; ■ All building-mounted equipment, including HVAC units, exterior duct work, lighting fixtures, fire panels, etc.; <p>Note (1): Unless exterior alterations to the tenant space are proposed in association with the tenant improvement.</p>	N ¹	N	N	Y
16.	<p>Color/Material Sheet providing illustrations of proposed materials/paint colors, specifically indicating manufacture, color/product name, and color/product number that correspond to the notes on the elevation sheet(s).</p> <p>Note (1): Only required if exterior elevations are provided.</p>	Y ¹	N	N	Y
17.	Roof Equipment Plan showing the placement of existing, new and/or modified rooftop equipment and a sightline drawing demonstrating rooftop equipment is screened from public view.	Y	N	N	N
18.	Furniture and Site Amenity Plan depicting the location and type of any on-site furniture (e.g., benches, tables, chairs, etc.), trash cans, bicycle storage, bike racks, etc. as they may occur throughout the project site.	Y	N	N	N
19.	<p>Structural Plans</p> <ul style="list-style-type: none"> ■ Foundation and structural floor framing plan with footing/pier/grade or slab details; and bracing and support details; ■ Ceiling details with bracing and support details; ■ Structural material and fastener specification; ■ Braced wall, shear wall, and bracing method plan; ■ Hold-down schedule with table of wall type, nailing, anchor bolts, sill nailing, transfer connections, holdowns and bolts; ■ Special inspection requirements including all slip-critical bolts and dowels; ■ Structural calculations and details for storage racks over 8-ft in height; ■ Structural calculations and anchoring details for equipment greater than 400-lbs. <p>Note (1): Only required if structural alterations are proposed.</p>	Y ¹	N	N	Y ¹
20.	<p>Detail Sheets, as applicable. All details and sections should cross reference with other sheets as appropriate.</p> <ul style="list-style-type: none"> ■ Window schedule detailing egress, safety glazing, and any skylight listing numbers; 	Y	N	N	Y

#	REQUIRED APPLICATION MATERIALS CHECKLIST	TENANT IMPROVEMENT	MARKET-READY (SHELL)	CHANGE OF OCCUPANCY	EXTERIOR REMODEL
	<ul style="list-style-type: none"> ■ Door schedule listing sizes and type of locking or closing hardware; ■ Flashing and waterproofing details and notes; ■ Footing, piers and grade beams, detail all post-to-beam, post-to-footing and beam-to-beam connections, specify metal connectors; ■ Post and girder connections; ■ Roof details, including eaves, overhangs, rakes and gables; ■ Floor changes such as wood-to-concrete flashing details; ■ Handrails, guardrails and support details; ■ Structural wall sections with details at foundation, floor and roof levels; ■ Stairway rise and run, framing, attachment and dimensions of members; ■ Prefabricated fireplace with approved listing number; ■ Documented California disabled accessibility standards (Chapter 11A or 11B); ■ Dimensioned and detailed accessibility features; ■ Fire separations with assembly number and section notes; ■ Fire penetrations and openings including assembly numbers; ■ Section of fire rated corridor, door ratings, smoke/fire damper locations; ■ Wall and ceiling finish schedules with identified flame spread ratings. 	Y	N	N	Y
21.	<p>Mechanical Plan</p> <ul style="list-style-type: none"> ■ Mechanical equipment schedule with ratings in BTUs/hours and weight; ■ Equipment locations, list sizes and materials, provide legend for symbols; ■ Locations of air dampers, fire dampers, and smoke-fire dampers; ■ Locations of combustion-products-type smoke detectors and smoke shut-off; ■ Fire-resistive separation details such as smoke detection and fire dampers; ■ Corridor construction details, show openings and penetrations; ■ HVAC Plan, show all units and duct sizes with type and size of insulation; ■ Mechanical roof plan, show equipment locations, mounting and isolation, distances from exhaust or make-up air to building openings and to property lines; ■ Cut sheets on hoods, exhaust fans, make-up air units, and equipment under hoods; ■ Calculations for all commercial hoods and fire suppression systems. 	Y	N	N	N
22.	<p>Plumbing Plan</p> <ul style="list-style-type: none"> ■ Plumbing fixture schedule, and material identification for all types of piping; ■ Drain, waste and vent – one-line plumbing plan and isometric drawing; ■ Gas – one-line piping plan, usage calculation, gas appliance list w/BTUs; ■ Water piping – single-line plumbing plan; ■ Calculation for water pipe sizing and low and high static water pressure; ■ Condensate piping – one-line plumbing plan; ■ Water supply and backflow protection and method of wastewater disposal; ■ Chemical waste and piping plan (if applicable). 	Y	N	N	N
23.	<p>Electrical Plan</p> <ul style="list-style-type: none"> ■ Single line diagram including main panel; ■ Electrical load calculations including main switch panel; ■ Electrical panel schedules; ■ Electrical floor plan showing panel circuitry and locations, electrical outlets, lighting fixtures, and exit signs and emergency lighting; 	Y	N	N	N

#	REQUIRED APPLICATION MATERIALS CHECKLIST	TENANT IMPROVEMENT	MARKET-READY (SHELL)	CHANGE OF OCCUPANCY	EXTERIOR REMODEL
	<ul style="list-style-type: none"> ■ Reflected ceiling plan showing standard and emergency circuitry and energy efficiency switching and compliant efficacy lighting; ■ Electrical roof plan showing roof mounted equipment and service receptacles; ■ Electrical room floor plan with dimensions in ¼" scale minimum with ventilation; ■ AIC rating on new electrical service and standby emergency generators. 	Y	N	N	N
24.	<p>Building Energy Efficiency Standards (Title 24) Plans</p> <ul style="list-style-type: none"> ■ CF-1R and MF-1R forms completed and signed; ■ CF-GR and Insulation Certificate; ■ Identify mandatory energy efficiency measures; ■ Identify lighting and water use restrictions; ■ Performance analysis and backup forms. <p>Note: Forms are available online (see https://bit.ly/cf1rforms) for applicants wishing to complete their own Energy Conservation Measures documentation.</p>	Y	N	N	Y
25.	<p>Landscape Documentation Package prepared by an authorized and licensed professional in compliance with Appendix 'D' (Prescriptive Compliance Option) of the California Model Water Efficient Landscape Ordinance (MWELO).</p> <p>Note (1): Only required if landscaping will be installed and/or replaced.</p>	Y ¹	N	N	Y ¹
26.	<p>Photometric Plan in compliance with the Campbell Lighting Design Standards, including manufacturer's specification sheets ("cut sheets") for all lighting fixtures that depict the design of the fixtures, Cal Green compliance, and provides technical specifications (i.e., lighting type, watts, lumens, and materials).</p> <p>Note (1): Only required if new exterior lighting fixtures are proposed.</p>	Y ¹	N	N	Y ¹
<p>Additional Items (provide as separate documents)</p>					
27.	<p>Structural Calculation Report, prepared by a licensed structural engineer.</p> <p>Note (1): Only required if structural alterations are proposed, requiring preparation of structural plans by a licensed engineer.</p>	Y ¹	N	N	Y ¹
28.	<p>Title 24 Energy Report/Calculations (i.e., envelope, roofing, lighting and mechanical), documenting compliance with California Title 24 energy standards.</p>	Y	N	N	Y
29.	<p>Hardship Waiver, if claiming an "unreasonable hardship" for accessibility compliance.</p>	N	N	N	N
30.	<p>Landscape Information Form, documenting compliance with the California Model Water Efficient Landscape Ordinance (see https://bit.ly/landscapeformcomm).</p> <p>Note (1): Only required if landscaping will be installed and/or replaced.</p>	Y ¹	N	N	N
31.	<p>MWELO Worksheet per Section MWELO Sec. 492.4 (Appendix B)</p> <p>Note (1): Only required if landscaping will be installed and/or replaced.</p>	Y ¹	N	N	N
32.	<p>Hazardous Material Inventory, listing types of chemicals stored and/or used on-site.</p> <p>Note: Only required if chemicals will be stored and/or used on-site.</p>	N	N	N	N
33.	<p>Acknowledgment Statement (see last page of this Guide) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.</p>	Y	Y	Y	Y
34.	<p>Applicant Response Letter providing an itemized response to each plan-check comment (to be provided with the second and subsequent submittals).</p>	Y	Y	Y	Y

CONSTRUCTION PLAN PREPARATION REQUIREMENTS

Construction Plans submitted for a building permit must adhere to the following requirements:

- Be professionally prepared by a licensed architect and/or engineer;
- Each sheet shall be digitally signed and stamped by the architect and/or engineer;
- Be drawn to a standard architectural and/or engineering scale (e.g., 1/4" = 1' or 1" = 20');
- Indicate the name, company, address, phone number, and email address of the plan author(s);
- Specify the date of preparation and document version (deltas);
- Include noted and graphical scales and north arrow on all sheets;
- Be produced in a uniform size (all sheets) of 24" x 36" (ARCH 'D'). Other sizes, including larger formats such as 36" x 48" (ARCH 'E') will not be accepted.
- Be natively generated by a CAD application program, rather than printed and scanned. Scanned hand-drawn plans will also not be accepted;
- All sheets must be "flattened" into a single layer (multiple layers generated by a CAD application program slow down the review process);
- Provide bookmarks for each plan-sheet, identifying the sheet by number and title (e.g., Sheet A0 - Coversheet);
- Incorporate all the required plan sheets into a single set of Construction Plans.

APPLICATION MATERIALS SUBMITTAL REQUIREMENTS

Application materials must be provided electronically in [Adobe PDF](#) (unlocked) format only (i.e., no JPEG, PNG, DOC, etc.), **using the standardized file naming format specified in the table, below**. Please do not add dates, special characters (!, @, #, \$, %, ^, &, ", ", and *), or any other additional information to the file names. Please also ensure that the Construction Plans, inclusive of architectural, civil, structural and landscaping sheets, **are combined into a single PDF file**. Separate PDF files will not be accepted and will result in rejection of your application.

For file organization purposes, each application material must be appended with the submittal version. For example, 'Sub. 1' for the first submittal, 'Sub. 2' for the second submittal, etc. Following permit issuance, any revision to the application materials must be appended with the revision number and the scope of the revision. For example, a revision to add a new window would be labeled as "Construction Plans – (Rev. 1 – New Window)".

REQUIRED FILE NAMING FORMAT		
<i>(label each file exactly like this)</i>		
Required Material <i>(one PDF file for each item)</i>	Submittal Version <i>(identify the submission number)</i>	Post-Issuance Revisions <i>(identify the revision number/purpose)</i>
■ Construction Plans	■ Construction Plans (Sub. 1)	■ Construction Plans (Rev. 1 – Scope)
■ Structural Calculation Report	■ Structural Report (Sub. 1)	■ Structural Report (Rev. 1 – Scope)
■ Title 24 Energy Report/Calculations	■ Title 24 Report (Sub. 1)	■ Title 24 Report (Rev. 1 – Scope)
■ Hardship Waiver	■ Hardship Waiver (Sub. 1)	N/A
■ Landscaping Information Form	■ Landscape Form (Sub. 1)	N/A
■ MWELO Worksheet	■ MWELO Worksheet (Sub. 1)	N/A
■ Acknowledgment Statement	■ Acknowledgment Statement	N/A
■ Applicant Response Letter	■ Response Letter (Sub. 2)	■ Response Letter (Rev. 1 – Scope)

OTHER AGENCY APPROVALS

The following additional agency approvals may be required for your project:

- **West Valley Sanitation District (WVSD)** must review all tenant improvement plans and issue a permit for new and/or modified fixtures and to determine whether a Grease Control Device (GCD) is required. A WVSD issued permit labeled "Copy for Building Department" must be provided to the City. Please contact WVSD at (408) 378-2407 for further information.
- **Santa Clara County Fire District (SCCFD)** approval of a fire sprinkler system requires a separate review and approval letter. Plan submittal and fee information may be obtained from SCCFD at (408) 378-4010.
- **Bay Area Air Quality Management District (BAAQMD)** requires permits to install and operate certain types of commercial equipment.
- **Santa Clara County Department of Environmental Health (DEH)** must review and approve a tenant improvement of a non-food facility to become a food facility, and/or change in menu at an existing food facility whether or not the ownership has changed. Please contact DEH at (408) 918-3400 for further information.
- **San Jose Water Company** may require a new upsized water service connection and payment of fees if your project requires installation of a fire sprinkler system. Please contact San Jose Water at (408) 279-7900 for further information.

APPLICATION FEES

Payment of an initial plan-check will be due at time of application submittal. Once your application has been accepted, an invoice with instructions for payment will be emailed to you. **Payment of the fees must be made within two (2) business days.** Failure to pay by the payment deadline will cause the application to be rejected and you will have to resubmit. Once a building permit is ready to be issued, payment of all permit fees will be required. Additional fees will be charged for each round of plan-check (and revisions). As such, every effort should be taken to ensure that application materials comply with requirements of this checklist to avoid additional plan-check fees. Please note that the City charges a 4% surcharge fee for all credit/debit card transactions. Cash or check payments may be made at the City Finance Department at no additional cost.

INSPECTIONS

Various inspections are required depending on the exact scope-of-work of your permit request. Once a permit has been issued, your MGO account will identify which inspections are necessary (note that additional inspections may be required once construction commences). Please review the [City's Inspection Handout](#) (see <https://bit.ly/inspectionshandout>) for an explanation of what each inspection entails. Inspections may be called for over the phone at (866) -957-376 or [by using your MGO account](#).

REVIEW TIMELINES

Construction plans submitted for a building permit are reviewed concurrently by the Building Inspection Division (including third-party plan-check consultant), Planning Division, Land Development Engineering Division, and the Santa Clara County Fire District. Comments from these departments will be provided at the same time upon completion of the plan review. Please allow a minimum of 4 to 6 weeks for the first plan-check and 2 to 4 weeks for all subsequent reviews.

PERMIT DEADLINES

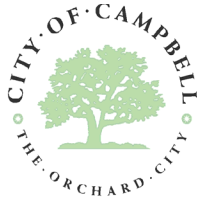
A permit application will expire without refund of fees if the applicant fails to obtain a building permit within 180 days from the date of application submittal. Similarly, an issued building permit will expire without refund of fees if the applicant fails to pass an inspection every 180 days from the date of issuance. The Building Official may grant extensions to these deadlines prior to the expiration dates on a case-by-case basis. If an extension request is denied, a new permit application and payment of fees shall be required.

LICENSED CONTRACTOR

Please note that a building permit for all commercial and multi-residential projects may only be issued to a licensed contractor with an appropriate license. A permit cannot be issued to a property owner, including properties owned by an LLC or corporation.

RESUBMITTALS

Plan-check comments from the reviewing departments are released to the MGO Customer Portal as they are completed. However, please do not attempt to upload revised materials until you have received confirmation from the Building Inspection Division that all comments have been provided. When revised materials are ready to be submitted, please include a detailed letter providing an itemized response to each plan-check comment, **organized by review party (i.e., Fire District, Planning, etc.)**. To upload revised materials, please review [these instructions](#) on the City's [Application Center webpage](#).



CITY OF CAMPBELL
Community Development Department

ACKNOWLEDGEMENT STATEMENT

Please read carefully. These are legally binding statements that may warrant consultation with legal counsel and/or a translator prior to signing. Misrepresentation may result in revocation of an issued building permit. Signature by the Applicant (or contractor), and Property Owner (or a duly authorized individual who may sign on behalf of a corporation, non-profit organization, limited liability company, joint partnership, homeowner associations, etc.) constitutes acknowledgment and/or acceptance of the following by all parties:

- (1) The City of Campbell is granted release to copy and reproduce electronically, in whole or in part, drawings and all other materials submitted with this permit application for the City’s regulatory, administrative, and legal functions, including sharing of information with other governmental entities and for compliance with the [California Public Records Act \(CPRA\)](#);
- (2) All notices and communications may be provided electronically via email or through the MGO system. This acknowledgement constitutes a voluntary and knowing waiver to receive a physical copy of any such correspondence;
- (3) An application for a building permit is not deemed submitted until all required materials have been confirmed received and all plan-check fees have been paid;
- (4) The contractor shall maintain their required license and bond in good standing with the Contractors State License Board and a current City of Campbell Business License during the entirety of construction activity;
- (5) A permit application or an issued building permit will expire without refund of fees if the applicant fails to secure a permit or pass an inspection within 180 days, respectively. In the event a building permit expires, the City may impose fines and/or exercise administrative remedies to compel timely completion of work. A new permit application and payment of fees shall be required to complete the work/construction;
- (6) Issuance of a building permit shall not be construed to be an approval of a violation the California Building Code or Campbell Municipal Code (CMC); a permit issued in error under such circumstance shall be considered void;
- (7) Construction activity shall occur in compliance with the time and noise limitations specified by [CMC Sec. 18.04.52](#), as well as with local and State air quality and stormwater protection requirements;
- (8) Revisions to approved construction plans must receive prior City approval. Construction performed not in compliance with approved construction plans may result in monetary and/or civil penalties and may also incur additional City requirements if the scope-of-work exceeds codified thresholds (e.g., determination of a new dwelling); and
- (9) The information submitted with the permit application is true and correct to the best of my knowledge.

ATTEST:

APPLICANT (OR CONTRACTOR) ACKNOWLEDGEMENT

Name:	Title (if applicable):	Signature:	Date:
_____	_____	_____	_____

PROPERTY OWNER ACKNOWLEDGEMENT

Name:	Title (if applicable):	Signature:	Date:
_____	_____	_____	_____

Company (if applicable):